

Tulahoma Municipal Airport Authority Policy	Document No: Policy 03	Page: 1 of 2
TAA Owned Vehicles and Equipment Use	Effective Date: 9 Nov 2010	Revision: 2

1.0 Purpose

To define the Tullahoma Municipal Airport Authority (TAA) policy on use of vehicles and equipment owned by the TAA or on loan from the City of Tullahoma.

2.0 Scope of Application

This applies to regular and part-time employees of the Tullahoma Municipal Airport Authority, to the Board of Directors of the Tullahoma Municipal Airport Authority, and to all employees of the Fixed Base Operator when using vehicles or equipment owned by the TAA or the City of Tullahoma.

3.0 References

City of Tullahoma Personnel Regulations, Chapter 8.8 titled "Use of City Vehicles and Equipment."

4.0 Definitions

4.1 Employee – includes both TAA regular, full-time and part-time employees, TAA Board of Directors members, and all employees of the Fixed Base Operator.

4.2 Equipment – includes tractors, mowers and other equipment that is owned by either the TAA or by the City of Tullahoma.

4.3 Courtesy Vehicle – automobile provided by the TAA for transiting crew members to use on a temporary basis.

5.0 Policy

5.1 All employees shall comply with the requirements of the City of Tullahoma's regulation on Use of City Vehicles and Equipment.

5.2 Equipment. Prior to use, a safety inspection shall be conducted of the equipment to ensure safe and proper operation. This includes a check of applicable fluid levels, belt tension, safety equipment, etc. Any defects shall be immediately reported to the Airport Manager and the equipment will not be used until the deficiency is corrected.

5.2.1 Equipment shall be stored and protected from the weather when not in use.

5.3 Courtesy Vehicle(s). The FBO shall be responsible for the courtesy vehicle as follows:

5.3.1 The vehicle shall be maintained in a clean and ready condition at all times. If fuel is required, it will be fueled by TAA employees. The FBO will encourage users (and place a sign within the vehicle) to either purchase gasoline for the vehicle or contribute donations for fuel purchases.

5.3.2 The vehicle shall not be used by any person(s) other than transiting crew members without the express permission of the TAA.

5.3.3 Normal usage for the airport courtesy vehicle is for short-duration trips by visiting aircrews and for the purpose of securing meals, etc. The duration of use should not normally exceed two hours. However, should an aircrew arrive late in the day, overnight use may be permitted with prior TAA or FBO approval and provided that the vehicle is returned by 9:00 a.m. the following morning.

5.3.4 The FBO shall maintain a sign-out log for the vehicle and ensure that the log is completed prior to allowing the vehicle to leave the airport. This sign-out log shall contain (as a minimum):

5.3.4.1 Photo-copy of current and valid driver's license information, to include home address and telephone number.

5.3.4.2 Aircraft make, model and "N" number.

5.3.4.3 Local contact telephone number & location where the vehicle will be during use.

5.3.4.4 Date and time of sign-out and sign-in.

6.0 Description of Revisions

Clarifies permitted use and length of time courtesy vehicle can be used. Adds requirements for documentation.